Michigan Dept of Treasury, Local Audit & Finance Division 496 (3-98), Formerly L-3147

AUDITING PROCEDURES REPORT

Issued unde	r P.A. 2 of 196	58, as	amen	ded. Filing	is n	nandatory.							
Local Go	vernment Ty			Village	_	Other		TOWNS	штр		County	RLEVOIX	
Audit Dat		- Strip		Opinion	_		DAI		ountant Report Sub	mitted to State:	Jonat	CELVOIN	_
MARCH	31. 2	004	+			Т9,	2004			BER 30.	2004		
We have prepared Reporting Department We affirm 1. We we furth the reporting the prepared to t	e audited d in according Formal ment of Tre m that: have compare certificate affirm out of comment	the rdan t for t f	finantice was refined with a second with a s	h the But accour	Sta Sta Sta ulle ntai (es' mm	ments of atements of atements of the string for the	this local in the soft the Gos for Count the Audits of the	f Local Unit ractice in Moreen disclora-	emment and real Accounting socal Units of	endered an op Standards Bo Government in ent in Michiga ncial statemen	oinion on fin ard (GASB) in Michigan n as revised nts, including	and the United by the Mickey of the notes, and statem	or in
yes													
yes	X no	4.		The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.									
yes	X no	 The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]). 											
yes	yes 🔯 no 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.												
yes no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).													
yes	yes X no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).												
yes	☒ no	9.	The	local u	unit	has no	it adopted a	n investme	ent policy as re	quired by P.A	. 196 of 199	97 (MCL 129	.95).
We ha	ve enclo	sec	i the	follow	vin	g:				Enclosed	To Be Forwarder	d Requi	
The let	ter of com	ımer	nts ar	nd reco	mn	nendatio	ons.			X			
Report	s on indiv	idua	l fed	eral fina	anc	ial assi	stance prog	rams (prog	gram audits).			X	
Single	Audit Rep	orts	(ASI	LGU).								Х	
Certifie	ed Public A	ccou K A	ntant MM F	(Firm N	am	e) P.	С.						_
Street	Address PARK					,			CHARLE	VOIX	StateMI	ZIP 4972	20
	nant Signa			/				,				-	

MASON & KAMMERMANN, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

HUGH E. MASON VELDA K. KAMMERMANN 110 Park Avenue Charlevoix, Michigan 49720 Telephone (231) 547-4911 Facsimile (231) 547-5911

August 9, 2004

Board of Directors of Bay Township:

We have audited the financial statements of Bay Township for the year ended March 31, 2004, and have issued our report thereon dated August 9, 2004. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 16, 2004, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Bay Township. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Bay Township are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by Bay Township during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Bay Township August 9, 2004 Page 2

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no sensitive estimates affecting the financial statements.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgement, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have significant effect on Bay Township's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by Bay Township, either individually or in the aggregate, indicate matters that could have a significant effect on Bay Township's financial reporting process.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Bay Township August 9, 2004 Page 3

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Bay Township's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing our audit.

This information is intended solely for the use of Board of Directors and management of Bay Township and is not intended to be and should not be used by anyone other than these specified parties.

y truly yours,

elda K Kammermann

VKK/vmp

BAY TOWNSHIP CHARLEVOIX COUNTY, MICHIGAN

FINANCIAL STATEMENTS

AND OTHER FINANCIAL INFORMATION

for the year ended March 31, 2004

MASON & KAMMERMANN, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
CHARLEVOIX, MICHIGAN

CONTENTS

	PAGES
INDEPENDENT AUDITOR'S REPORT	1
GENERAL PURPOSE FINANCIAL STATEMENTS:	
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP	2-3
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES	4-5
NOTES TO FINANCIAL STATEMENTS	6-10
ADDITIONAL INFORMATION: GENERAL FUND:	
STATEMENT OF REVENUES	11
STATEMENT OF EXPENDITURES	12-14
SUPPORTING SCHEDULE, GENERAL FIXED ASSETS ACCOUNT GROUP, SCHEDULE OF GENERAL FIXED ASSETS	15

MASON & KAMMERMANN, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

HUGH E. MASON VELDA K. KAMMERMANN 110 Park Avenue Charlevoix, Michigan 49720 Telephone (231) 547-4911 Facsimile (231) 547-5911

August 9, 2004

INDEPENDENT AUDITOR'S REPORT

To the Township Board of Bay Township:

We have audited the accompanying general purpose financial statements of Bay Township as of and for the year ended March 31, 2004. These general purpose financial statements are the responsibility of Bay Township's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above, present fairly, in all material respects, the financial position of Bay Township as of March 31, 2004, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The individual fund and account group financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of Bay Township. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

Mason & Lanemerman, P.C.

ALL FUND TYPES AND ACCOUNT GROUP

COMBINED BALANCE SHEET

as of March 31, 2004

	GOVERNMENTAL FUND TYPE		
	GENERAL	SPECIAL REVENUE	
ASSETS: Cash in bank Due from other governmental units Due from other funds	\$258,078 5,458 1,906	\$165,160 4,447	
Land and improvements Buildings Furniture and equipment	- - -	- - -	
Total assets	<u>\$265,442</u>	<u>\$169,607</u>	
LIABILITIES AND FUND EQUITY			
LIABILITIES: Accounts payable Due to other funds	\$ 12 , 088	\$ - 	
Total liabilities	12,088	-	
FUND EQUITY: Investment in general fixed assets Fund balances	_ 	_ _169,607	
Total fund equity	253,354	169,607	
Total liabilities and fund equity	<u>\$265,442</u>	<u>\$169,607</u>	

FIDUCIARY FUND TYPE	ACCOUNT GROUP	
CURRENT TAX COLLECTIONS FUND	GENERAL FIXED ASSETS	TOTALS (MEMORANDUM ONLY)
\$ 1,906	\$ -	\$425 , 144
- -	- -	9,905 1,906
- -	162,624 35,693	162,624 35,693
\$ 1,906	48,489 \$246,806	48,489 \$683,761
		<u> </u>
\$ - 1,906	\$ - <u>-</u>	\$ 12,088 1,906
1,906	-	13,994
<u>-</u>	246 , 806	246,806 422,961
	246,806	<u>669,767</u>
\$ 1,906	<u>\$246,806</u>	\$683 , 761

ALL GOVERNMENTAL FUND TYPES

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

for the year ended March 31, 2004

GENERAL FUND OVER/(UNDER) BUDGET ACTUAL BUDGET REVENUES: \$ 118,238 \$120,957 Taxes and penalties 2,719 Licenses and permits 5,000 8**,**985 3,985 77,000 72,036 (4,964)Intergovernmental 954 Interest income 1,700 2,654 Other revenue 2,196 2,196 Total revenues 201,938 206,828 4,890 Expenditures: General government 143,766 147,250 (3,484)Public safety 64,500 61,481 (3,019)Culture and recreation 6,344 7,300 (956)Streets and highways 7,800 5,896 (1,904)Total expenditures 226,850 217,487 (9,363)Excess (deficiency) of revenues over expenditures (24,912) (10,659) 14,253 FUND BALANCES, April 1, 2003 264,013 264,013 FUND BALANCES, March 31, 2004 \$ 239**,**101 \$253,354 \$ 14,253

SPEC	CIAL REVENUE	FUND
BUDGET	ACTUAL_	OVER/(UNDER) BUDGET
\$ 80,000 -	\$ 91 , 972	\$ 11 , 972
- 400 -	- 984 -	- 584 -
80,400	92 , 956	12 , 556
- -	- -	- -
		<u> </u>
18,105	18,105	
62 , 295	74,851	12,556
94,756	94,756	
\$157,051	\$169 , 607	\$ 12,556

NOTES TO FINANCIAL STATEMENTS

for the year ended March 31, 2004

(1) Summary of Significant Accounting Policies

A. Reporting Entity

Bay Township is a general law township located in Charlevoix County which operates under the direction of an elected township board. Under the criteria established by generally accepted accounting principles, the Township has determined that there are no component units which should be included in its reporting entity.

B. Fund Accounting

The accounts of the Township are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into three generic fund types and two broad fund categories as follows:

GOVERNMENTAL FUND

General Fund - The General Fund is the general operating fund of the Township. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund - The Road Fund was established to account for millage voted by the taxpayers that has been restricted for township road improvements.

FIDUCIARY FUND

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. These include Expendable Trust and Agency Funds. Expendable Trust Funds are accounted for in essentially the same manner as governmental funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

NOTES TO FINANCIAL STATEMENTS

for the year ended March 31, 2004

(1) Summary of Significant Accounting Policies (Continued)

C. Fixed Assets

The accounting and reporting treatment applied to the fixed assets associated with a fund are determined by its measurement focus. All governmental funds and Expendable Trust Funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources".

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Fixed assets used in governmental fund type operations are usually accounted for in a General Fixed Assets Account Group rather than in governmental funds. No depreciation has been provided on general fixed assets. The account group is not a fund. It is concerned only with the measurement of financial position. It is not involved with the measurement of results of operations. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

NOTES TO FINANCIAL STATEMENTS

for the year ended March 31, 2004

(1) Summary of Significant Accounting Policies (Continued)

E. Budgets and Budgetary Accounting

The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

- 1. Prior to February 15, the Township Board submits a proposed operating budget for the fiscal year commencing the following April 1. The operating budget includes proposed expenditures and the means of financing them.
- 2. Public hearings are conducted at the Township Hall to obtain taxpayer comments.
- 3. Prior to March 31, the budget is legally enacted.
- 4. The Clerk is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the Township Board.
- 5. Formal budgetary integration is employed as a management control device during the year for the General Fund.
- 6. All budgets are adopted on a basis consistent with generally accepted accounting principles.
- 7. Appropriations expire at the end of the fiscal year.

Budgeted amounts are as originally adopted, or as amended by the Township Board. Individual amendments were not material in relation to the original appropriations.

F. Cash and Investments

Cash deposits and investments are recorded at cost which approximates market value.

The Township has a policy to invest funds in excess of current needs with federally insured financial institutions.

The Governmental Accounting Standards Board Statement No. 3 risk disclosures for the Township's cash deposits are as follows:

Insured (FDIC) \$100,000 Uninsured 325,144

Total \$425,144

NOTES TO FINANCIAL STATEMENTS

for the year ended March 31, 2004

- (1) Summary of Significant Accounting Policies (Continued)
 - G. Use of Estimates

This presentation of financial statements in conformity with the modified cash basis of accounting requires the Township to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of receipts and disbursements during the reporting period. Actual results could differ from those estimates.

H. Total Columns on Combined Statements

Total columns on the Combined Statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operation, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

(2) Property Tax

Property taxes are levied on July and December first and are payable on September and February fourteen. Property tax revenues are recognized when levied.

The Township levied .9284 mill for general operations and .9755 mill for roads on state taxable valuation of \$94,290,910 on the 2003 tax roll.

The Township also bills and collects taxes for other governmental units, which are accounted for in the Agency Fund.

(3) Other Required Individual Fund Disclosures

Generally accepted accounting principles require disclosure, as part of the Combined Statements - Overview, of certain information concerning individual funds including:

A. Interfund receivables and payables of the individual funds are as follows:

NOTES TO FINANCIAL STATEMENTS

for the year ended March 31, 2004

(3) Other Required Individual Fund Disclosures (Continued)

	INTERFUND	INTERFUND
	RECEIVABLES	PAYABLES
General Fund Current Tax Collections Fund	\$ 1,906 ——	\$ - 1,906
Total	<u>\$ 1,906</u>	<u>\$ 1.906</u>

(4) Contract Commitments

Subsequent to year end, the Township entered into contracts for road improvements totaling approximately \$145,000.

GENERAL FUND

STATEMENT OF REVENUES

for the year ended March 31, 2004

OVER/(UNDER) BUDGET ACTUAL BUDGET TAXES AND PENALTIES: \$ 90,238 \$ 87,914 Property taxes (2,324)Tax collection fees 28,000 33,043 5,043 118,238 120,957 Total taxes 2,719 8,985 3,985 LICENSES AND PERMITS 5,000 INTERGOVERNMENTAL, State shared revenues 77,000 72,036 (4,964)INTEREST INCOME 1,700 2,654 954 MISCELLANEOUS REVENUES - 2,196 2,196 \$ 4,890 Total revenues \$201,938 \$206,828

GENERAL FUND

STATEMENT OF EXPENDITURES

for the year ended March 31, 2004

OVER/(UNDER) BUDGET ACTUAL BUDGET General Government: Township Board: Salaries and per diem \$ 5,000 \$ 4,300 (700)Printing and publishing 3,500 4,482 982 29,000 Legal services 31,812 2,812 Other 6,227 2,100 4,127 Total 39,600 46,821 7,221 Supervisor: Salary 5,800 5,800 Supplies and training 300 209 (91)Total 6,100 6,009 (91)Elections: Wages 1,000 (1,000)Other 100 (100)Total 1,100 (1,100)Assessor: Contracted services 15,400 15,538 138 Supplies and training 700 445 (255)Printing and publishing 1,000 430 (570)Other 50 27 (23)Total 17,150 16,440 (710)Clerk: Salaries 8,000 8,442 442 700 574 Supplies (126)Training 200 (200)Total 8,900 9,016 116 Board of Review: Salaries 800 420 (380)Supplies and training 300 280 (20)Printing and publishing 400 (400)Total 1,500 700 (800)

The accompanying notes are a part of the financial statements.

GENERAL FUND

STATEMENT OF EXPENDITURES

for the year ended March 31, 2004

	BUDGET	ACTUAL	OVER/(UNDER) BUDGET
General Government (Continued):			
Planning Commission: Per Diem Planner contract Supplies and training Other	\$ 5,500 6,000 750 500	\$ 5,560 60 86	\$ 60 (5,940) (664) (500)
Total	12,750	<u>5,706</u>	<u>(7,044</u>)
Treasurer:			
Salaries Supplies Other	9,500 1,200 1,700	9,500 1,508 2,052	- 308 352
Total	12,400	13,060	660
Township Hall: Salaries Utilities Repair and maintenance Supplies Capital outlay	1,450 6,200 3,100	- 1,833 4,563 2,480 3,728	- 383 (1,637) (620) 3,728
Total	10,750	12,604	1,854
Zoning: Salaries and contracted services Supplies and training Other	21,000 850 100	19 , 577 3	(1,423) (847) (100)
Total	21,950	19 , 580	<u>(2,370</u>)
Cemetery: Salary Supplies Capital outlay Other	1,150 1,200 3,000 150	1,965 292 2,085 403	815 (908) (915) 253
Total	5,500	4,745	<u>(755</u>)

GENERAL FUND

STATEMENT OF EXPENDITURES

for the year ended March 31, 2004

	BUDGET	ACTUAL	OVER/(UNDER) BUDGET
General Government (Continued): Insurance	\$ 6,250	\$ 6,200	<u>\$ (50</u>)
Payroll taxes	3,000	2 , 885	<u>(115</u>)
Contingency	300		(300)
Total general government	147,250	143,766	(3,484)
Public Safety: Ambulance service Fire protection	4,000 60,500	1,425 60,056	(2,575) (444)
Total public safety	64,500	61,481	<u>(3,019</u>)
Culture and recreation, Park: Salary Maintenance Capital outlay	1,000 300 6,000	- 485 5 , 859	(1,000) 185 (141)
Total culture and recreation	7, 300	6,344	<u>(956</u>)
Streets and Highways: Repairs and maintenance Utilities	7,000 800	5 , 544 352	(1,456) (448)
Total streets and highways	7,800	5 , 896	<u>(1,904</u>)
Total expenditures	\$226 , 850	\$217 , 487	<u>\$(9,363</u>)

GENERAL FUND

STATEMENT OF EXPENDITURES

for the year ended March 31, 2004

	BALANCE		BALANCE
	4/1/03	ADDITIONS	3/31/04
General Fixed Assets:			
Land and improvements	\$154 , 680	\$ 7 , 944	\$162 , 624
Buildings	32 , 522	3 , 171	35 , 693
Equipment	47,932	557	48,489
Total	\$235 , 134	\$11 , 672	\$246 , 806
Investment in Conoral			
Investment in General	¢225 127	¢11 670	6246 006
Fixed Assets From General Fund	<u> \$235,134</u>	<u>\$11,672</u>	<u>\$246,806</u>